



U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center Yokosuka and Sasebo, Japan

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Vacancy Announcement # DON0341-OS

POSITION: Administrative Officer, GS-0341-13
SALARY: \$66,951 - \$87,039 Per Annum

RECRUITMENT, RELOCATION OR RETENTION INCENTIVE: May be authorized. See chart below.

LIVING QUARTERS ALLOWANCE: See chart below.

POST ALLOWANCE: See chart below.

ADDITIONAL ALLOWANCES: See chart below.

LOCATION: Administrative Department (Code 1100), Yokosuka, Japan

MAJOR DUTIES:

The incumbent of this position is the chief advisor to the Commanding Officer and clearinghouse for virtually all administrative issues (human resources management, recruitment and staffing, program management of the Central Registry (an automated business process system that incorporates all areas of personnel management), forms control, message systems (both classified and unclassified), reserve training, personnel services, USN limited-duty (LIMDU) program, technical training, awards, travel, personnel and physical security, Limited Authorized Access and security clearance programs, directives, correspondence control, postal operations, ID card processing for USN, visiting contractors, USCS, and MLC employees, employee grievances and discipline, public affairs, command history, management services, functional realignments, position management, manpower distribution, contingency planning, departmental budget, language training, trade development apprentice schooling, government travel card program, etc. for the highly complex, multi-cultural industrial facility comprised of over 170 permanent U.S. Civil Service, over 150 military officers and enlisted personnel, and over 2100 Master Labor Contract (MLC) Japanese national personnel located at both the U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center (SRF-JRMC), Yokosuka, Japan and its detachment in Sasebo, Japan. The Administrative Officer is also the Command Position Management (PM) Officer, and Command Security Manager. The Administrative Officer plans, directs, coordinates, and administers support operations carried out through six subordinate divisions to include Security Management, Administrative Services, U.S. Manpower, MLC Manpower, Language Training, and General Training/Apprentice. The incumbent provides policy and program continuity and supervises the day-to-day administrative functions as required

EVALUATION FACTORS (Knowledge, Skills, and Abilities)

1. Skill in supervising vital administrative services such as human resources management, position management, personnel and physical security administration, awards, language instruction, professional training, management analysis, travel, and public affairs in a multi-cultural setting.
2. Ability to supervise others, including foreign nationals.
3. Knowledge of established personnel management principles, organizational theory, and pertinent administrative regulations.
4. Knowledge of qualitative and quantitative techniques for analyzing and measuring the administrative effectiveness and efficiency of a large industrial organization.
5. Ability to deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
6. Ability to communicate both orally and in writing.

WHO MAY APPLY: ALL CURRENT FEDERAL EMPLOYEES SERVING UNDER CAREER OR CAREER CONDITIONAL APPOINTMENTS IN THE COMPETITIVE SERVICE; REINSTATEMENT ELIGIBLES, VEOA ELIGIBLES. AND ICTAP WORLDWIDE.

HOW TO APPLY: To apply for this job announcement, you must submit your resume to HRSC Pacific, Honolulu, Hawaii via the following link (Note: you must login to your CHART account first):

HYPERLINK: <https://www.donhr.navy.mil>

1. Click on: Jobs, Jobs, Jobs
2. Click on: Jobs, Jobs, Jobs
3. Click on Search for Jobs
4. Answer the three questions and then click Continue.
5. Under the Announcement Number box, enter DON0341-OS and click Search.
6. Follow the instructions in the How to Apply section.

New CHART application procedures are available on the following link:

HYPERLINK: <http://hro.cnj.navy.mil>

Click on: Hot Items

Please refer your questions to the DON Resume Intake and Employment Information Center in San Diego, CA. Their office hours are Monday through Friday, 0600 to 1800 hours Pacific Time. Preferred method of contact is use of the "Contact the Webmaster" link at <https://chart.donhr.navy.mil>. For those without access to the internet, the following phone numbers are available: 1-800-378-4559 or DSN 245-5733.

NOTES:

1. Initial tour of duty is 36 months.
2. Pay retention will be granted to all applicants recruited overseas who accept a downgrade when there is no step in the lower grade that equals or exceeds their current basic rate of pay.
3. Recruitment, Relocation, or Retention Incentive (up to 25% of base salary) may be authorized.
4. Benefits and allowances afforded in the foreign area are administered by the Department of State and are subject to change at anytime without advance notice.
5. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer.
6. Selectees who currently reside outside the foreign area may be eligible for foreign allowances (as applicable in accordance with the DSSR), transportation agreement and payment of travel expenses (in accordance with the Joint Travel Regulations Vol II).
7. Locality pay does not apply in the overseas areas. Locality rate of pay will not be used for pay setting when transferring to the foreign area.
8. Selectee may be required to complete a one-year Supervisory or Managerial Probationary period.
9. Full performance level of this position is GS-13.
10. This is an Emergency-Essential position. In the event of a crisis situation of war, the incumbent must continue to perform assigned duties to support mission requirements until relieved by proper authority.
11. Selectee may be required to successfully complete a probationary period.
12. Must have or be able to obtain and maintain a Secret Security Clearance as a condition of employment. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a position offer or removal. If you possess a security clearance, please indicate the level and termination date in your resume.
13. This position is subject to the five year overseas rotation policy.
14. Household goods up to 18,000 may be shipped at no cost to the selectee. Fees for Non-temporary storage for household good left in the United States will paid by SRF-JRMC
15. For more information on living and working conditions in Japan go to <http://hro.cnj.navy.mil/lwcondition/index.htm>.
16. Selectee will be required to complete and submit a Confidential Financial Disclosure Report, OGE450, prior to entering the position and annually thereafter.

GS-13

SALARY AND ALLOWANCES PAID IN YOKOSUKA, JAPAN

Note: The following is provided as basic information only. Living Quarters Allowance and Post Allowance are subject to change without notice. Amounts shown are in U.S. dollars.

RECRUITMENT, RELOCATION OR RETENTION INCENTIVES

STEP	SALARY	UP TO 25% OF BASIC PAY	NOTE: One of the Incentives may be paid to a selectee who meets the applicable criteria below:
10	87,039	21,760	1. Up to 25% Recruitment Incentive may be paid to a selectee who had not been previously employed by the Federal Civil Service or to a former Federal employee with at least a year break in service. This is a one-time lump sum payment.
9	84,807	21,202	
8	82,575	20,644	
7	80,343	20,086	2. In addition to the Recruitment Incentive, pay may be set above the first step based on the selectee's superior qualifications.
6	78,111	19,528	
5	75,879	18,970	3. Up to 25% Relocation Incentive may be paid to a selectee who is a current Federal Civil Service employee in a different commuting area. This is a one-time lump sum payment.
4	73,647	18,412	
3	71,415	17,854	
2	69,183	17,296	4. Up to 25% Retention Incentive may be paid to a current SRF-JRMC employee with one or more years of continuous service. This may be a one-time lump sum payment or may be paid over 26 payperiods.
1	66,951	16,738	

LIVING QUARTERS ALLOWANCE (LQA)

LQA is a quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family. LQA includes rent, utilities, rental of garage space, separate rental of furniture, agent's fee, and landlord appreciation fee. The amount of LQA granted depends on family size.

NUMBER OF FAMILY MEMBERS	WOF	W 1 DEP	W 2/3 DEP	W 4/5 DEP	W 6+ DEP
AMOUNT	34,700	40,300	44,330	48,360	52,390

POST ALLOWANCE (PAL) - based on average 30% post classification

PAL is a cost of living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C. The amount of PAL granted depends on the salary and family size. PAL is not taxed.

SALARY RANGE	WOF	W 1 DEP	W 2 DEP	W 3 DEP	W 4 DEP	W 5+ DEP
85,000 - 89,999	9,030	10,170	11,310	11,880	12,990	13,560
80,000 - 84,999	8,760	9,840	10,920	11,490	12,570	13,110
75,000 - 79,999	8,430	9,480	10,560	11,070	12,120	12,660
71,000 - 74,999	8,160	9,150	10,170	10,680	11,700	12,210
67,000 - 70,999	7,890	8,850	9,840	10,350	11,310	11,820
63,000 - 66,999	7,590	8,550	9,510	9,960	10,920	11,400

ADDITIONAL ALLOWANCES

1. FOREIGN TRANSFER ALLOWANCE - up to 10 days temporary lodging, meals, and laundry prior to departing CONUS.

2. MISCELLANEOUS EXPENSE ALLOWANCE - a flat rate of \$500.00 for without family or \$1,000.00 for with family.

3. TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE - up to 90 days temporary lodging, meal, and laundry in Yokosuka.